

Contractor Compliance Review Scope and Document List

The anticipated scope of the review consists of:

1. An evaluation of the responses, information, and documentation you provide.
2. Analyzing your past and present efforts in providing equal employment opportunities to minorities and females in each craft, classification, or occupation.
3. Evaluating actions your company has taken in recruiting, hiring, upgrading, training, and retaining minorities and females.
4. Evaluating your company's relationship with unions and/or minority/female recruiting agencies in terms of their effectiveness in providing minority and female applicants.
5. Understanding your process of monitoring subcontractor's submission of all requested documents and their efforts to comply with all contractual EEO requirements.
6. In-person or virtual tour or reviewing photographs of the employment site(s) to observe and understand your effective measures that are in place to assure non-segregated facilities.
7. In-person or virtual interviews of at least one minority, one female, and one non-minority in each trade, classification or occupation and all available On-the-Job-Trainees (OJT) if any OJTs are allocated to your company. Your superintendent, project manager and foremen should also be available to interview. Your assistance in coordinating these interviews will be needed.
8. Analyzing the accuracy and completeness of the requested EEO documents and their timely submission to MDOT, Office of Business Development (OBD).
9. Inspecting EEO poster display(s), company EEO policy statement, wage rates, and other required documents.
10. Evaluating the project and company work environment and its impact upon employees.
11. Evaluating your procedures for the utilization of Disadvantaged Business Enterprises (DBEs).
12. Evaluating your utilization and promotion of minorities and females in higher skilled crafts or occupations as reflected in your project and total company workforces.
13. Reviewing your annotated certified payrolls that show job classification, race, national origin, sex, and hours worked.

14. The MDOT compliance representative will meet virtually, with your company's EEO Officer and other company representatives mutually deemed appropriate at an agreed upon date and time.

Equal Opportunity Compliance Review Documentation List

Please forward the following items to the MDOT/Office of Business Development on or before the date requested in the Equal Opportunity Compliance Review Notification Letter:

1. Complete the questionnaire attached.
2. Provide copies of all current collective bargaining agreements.
3. Provide a list, divided by trade/job classifications, of the name of former and current employees on this project including their race, sex, last four digits of social security number, job classification and the total number of hours worked by each on the project. Then complete the attached pages 6 and 7 of the Compliance Data Report (CDR) for the project workforce head count.
4. Complete and provide your company's Total Company Employment Data for Michigan (page 9) for the past twelve months.
5. Provide a list of your company's new hires in Michigan for the past six months and indicate those hired for this project. Identify all employees by name, race, sex, job classification, last four digits of social security number, date hired, and current work status. Do not include recalls from layoffs. Complete the attached pages 10 & 11 of the CDR.
6. Complete and provide the attached page 14, Section 32 of CDR. List company promotions and terminations in Michigan during the past six months, including name, gender, ethnicity, previous job held, and job promoted into, for each employee.
7. Provide a list of all currently active On the Job Trainees, (OJT's), MDOT project number(s) and locations where each trainee works if your firm has OJT assignments under the OJT program. A form (page 15) is attached for your convenience.
8. Have each of the subcontractors who have started work on the project (not your firm) complete page 6 of CDR for the project being reviewed
9. Provide a copy of your most recent certified payroll for the project.
10. Provide a statement signed by the EEO Officer or President of the company that verifies that all subcontractors and suppliers on this project received a copy of FHWA 1273 in their contract agreements.
11. List of Michigan minority and/or female recruitment sources contacted in the past six months (name, address, phone number, contact person & date).

12. Your company's current EEO Policy statement

13. Letters and other documentation of complaints filed against the company with the Equal Employment Opportunity Commission (EEOC), Michigan Department of Civil Rights or other Federal, state, or local agencies.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at [Michigan.gov/MDOT-ADA](https://www.michigan.gov/MDOT-ADA).